



STATE OF ARKANSAS
EMPLOYMENT SECURITY DEPARTMENT

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EMPLOYMENT ASSISTANCE
ISSUANCE PY 01-17

Ed Rolle, Director

April 30, 2002

TO: Local Workforce Investment Boards, Local Area Workforce Investment Areas and Workforce Career Centers

SUBJECT: Workforce Investment Act (WIA) Participant Eligibility Criteria and Examples of Acceptable Documentation

1. **Purpose:** To transmit the attached Workforce Investment Act (WIA) Participant Eligibility Criteria with **Examples of Acceptable Documentation**.
2. **General Information:** The attached information is provided as guidance and in response to requests for guidance on the required documentation for certain eligibility items and when certain items should be documented. The information was sent to local areas for review and comment. Of the comments received, most were favorable. Some of the comments requested changes or pointed out concerns that cover local decisions. However, changes have been made throughout the attached document, addressing the comments, where necessary.

It is the State's position that the local Workforce Investment Board has the discretion in developing adequate eligibility documentation of customers receiving WIA services. However, the attached document will be used by the State when monitoring to address what the State believes, at a minimum, is sufficient documentation for establishing eligibility for Adult, Dislocated Worker and Youth WIA services.
3. **Action Required:** Please ensure that appropriate staff are aware of and receive a copy of the attached policy guidance.
4. **Attachments:** Workforce Investment Act (WIA) Participant Eligibility Criteria with **Examples of Acceptable Documentation**.
5. **Inquiries:** Contact your Workforce Development Specialist.
6. **Expiration Date:** Continuing.



TABLE OF DOCUMENTATION WIA ADULT FUNDING STREAM ELIGIBILITY

ELIGIBILITY CRITERIA	EXAMPLES OF ACCEPTABLE DOCUMENTATION
GENERAL ELIGIBILITY CORE, INTENSIVE, & TRAINING	(Only one document from this column per eligibility criterion is required)
<p>CITIZENSHIP/ALIEN STATUS</p> <p>Participation in programs and activities financially assisted in whole or in part under Title I is open to citizens and nationals of the U.S., lawfully admitted permanent resident aliens, refugees, asylees, and parolees, and other immigrants authorized by the Attorney General to work in the U.S.</p> <p>WIA §188(a)(5)</p> <p>Note: An individual must receive a WIA funded <u>staff-assisted</u> core service, intensive service, or training service to trigger registration and include the person in the performance measures. This standard shall serve as the trigger for citizenship or work authorization documentation.</p> <p>USDOL TEGL 7-99</p>	<p><u>U.S. Citizenship</u></p> <ol style="list-style-type: none"> 1. Certified Birth Certificate issued by the city, county or state 2. Previous U.S. Passport <p>Note: The State recommends the U.S. Department of State's proof of U.S. citizenship documentation requirements for obtaining a U.S. passport to document citizenship for Title I Programs. The primary sources of documentation are listed above. Secondary sources are displayed at the Internet Site:</p> <p style="text-align: center;">http://travel.state.gov/passport_obtain.html</p> <p style="text-align: center;">OR</p> <p><u>U.S. Work Authorization</u></p> <ol style="list-style-type: none"> 1. Alien Registration Receipt Card with Photograph (INS Form I-551) 2. Unexpired Foreign Passport (with I-551 stamp or attached INS Form I-94 indicating unexpired employment authorization) 3. Unexpired Temporary Card (INS Form I-688) 4. Unexpired Employment Authorization Card (INS Form I-688A) 5. Unexpired Employment Authorization Document issued by the INS which contains a Photograph (INS Form I-688B or I-766) <p>Note: The Immigration Reform and Control Act requires all U.S. employers to verify the employment eligibility and identity of all employees hired to work in the U.S. after November 6, 1986. To comply with the law, employers are required to complete Form I-9, Employment Eligibility Verification Form, issued by the U.S. Immigration and Naturalization Service (INS). The official lists of acceptable documents for establishing identity and work eligibility are displayed on page 3 of the Form I-9. The State recommends the documentation requirements provided on these lists. Any source (original) document from List A of Form I-9, or a source document from List B and a source document from List C of the Form I-9 may be used to document work authorization. To access the lists and latest notices of changes, see the INS Internet Site at:</p> <p style="text-align: center;">http://www.ins.gov/graphics/formsfee/forms/i-9.html (Then download I-9 PDF file)</p>

**TABLE OF DOCUMENTATION
WIA ADULT FUNDING STREAM ELIGIBILITY**

ELIGIBILITY CRITERIA	EXAMPLES OF ACCEPTABLE DOCUMENTATION
GENERAL ELIGIBILITY CORE, INTENSIVE, & TRAINING	(Only one document from this column per eligibility criterion is required)
<p style="text-align: center;">SELECTIVE SERVICE REGISTRANT</p> <p>Participation in any program, activity, assistance or benefit under Title I is limited to those individuals who are not in violation of section 3 of the Military Selective Service Act (50 U.S.C. App. 453) by not presenting and submitting to registration as required pursuant to the section.</p> <p style="text-align: center;">WIA §189(h) 20 CFR, Part 667, §667.250</p> <p>For the Adult funding stream, a determination must be made of whether or not the requirement for selective service registration has been fully met for all male citizens and other male persons residing in the U.S. born on or after 1-1-60 who are 18 but not yet 26 years of age.</p>	<ol style="list-style-type: none"> 1. Acknowledgment Letter 2. Contact the Selective Service Telephone Verification System at (847) 688-6888, or log on to the Selective Service Verification Internet Site at: http://www4.sss.gov/regver/verification1.asp 3. DD-214, Report of Transfer or Discharge 4. LWIA/State Registration Process 5. Selective Service Advisory Opinion 6. Selective Service Registration Card 7. Selective Service Registration Record (Form 3A) 8. Selective Service Verification Form 9. Stamped Post Office Receipt of Registration
<p style="text-align: center;">BIRTHDATE/AGE</p> <p>Participation in programs and activities financially assisted in whole or in part under the WIA Title I Adult Funding Stream is open to individuals who are age 18 or older.</p> <p style="text-align: center;">WIA §101(1) 20 CFR, Part 663, §663.110</p>	<ol style="list-style-type: none"> 1. Baptismal Record 2. Birth Certificate 3. DD-214, Report of Transfer or Discharge Paper 4. Driver's License 5. Federal, State or Local Government Identification Card 6. Hospital Record of Birth 7. Passport 8. Public Assistance/Social Service Records 9. School Records/Identification Card

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ELIGIBILITY CRITERIA	EXAMPLES OF ACCEPTABLE DOCUMENTATION
INTENSIVE SERVICES	(Only one document from this column per eligibility criterion is required)
<p>INDIVIDUAL IS UNEMPLOYED WIA §134(d)(3)(A)(i)(I) 20 CFR, Part 663, §663.220(a)</p> <p>Note: This term includes these who did not work, and (a) were waiting to be called back to a job from which they had been laid off, or (b) were waiting to report to a new wage or salary job scheduled to start within 30 days.</p> <p style="text-align: center;"><u>OR</u></p> <p>INDIVIDUAL IS EMPLOYED WIA §134(d)(3)(A)(ii) 20 CFR, Part 663, §663.220(b)</p> <p>NOTE: This term includes members of the Armed forces on active duty, who have not been discharged or separated, participants in registered apprenticeship programs, and self-employed individuals.</p>	<p>Any documentation which indicates that the individual is one who did not work during the 7 consecutive days prior to application for Title I services, who made specific efforts to find a job within the past 4 weeks prior to application, and who was available for work during the 7 consecutive days prior to application (except for temporary illness), including, but not limited to:</p> <ul style="list-style-type: none"> (1) Layoff/termination notice; or (2) Employer letter; (3) Phone verification from last employer; (4) Applicant statement. <p>Any employment verification (check stub, business license, etc.) or applicant statement which documents that the individual, during the 7 consecutive days prior to application to a WIA program, performed any work at all:</p> <ul style="list-style-type: none"> (1) As a paid employee; or (2) In his/her own business, profession or farm; or (3) Worked 15 hours or more as an unpaid worker in an enterprise operated by a member of the family, or an individual who was not working, but has a job or business from which he/she was temporarily absent because of illness, bad weather, vacation, labor-management dispute, or personal reasons, whether or not paid by the employer for time off, and whether or not seeking another job.
<p>INDIVIDUAL HAS RECEIVED AT LEAST ONE CORE SERVICE 20 CFR, Part 663, §663.160(a) 20 CFR, Part 663, §663.220(a)</p>	<p>Documentation in the participant's case file (paper or electronic) that the individual has received, <u>at a minimum</u>, at least one Core Service, such as:</p> <ul style="list-style-type: none"> (1) Initial assessment; <u>or</u> (2) Job search and placement assistance

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INTENSIVE SERVICES	(Only one document from this column per eligibility criterion is required)
<p>INDIVIDUAL IS UNABLE TO OBTAIN EMPLOYMENT THROUGH CORE SERVICES AND IS DETERMINED BY A ONE-STOP OPERATOR TO BE IN NEED OF MORE INTENSIVE SERVICES TO OBTAIN EMPLOYMENT WIA §134(d)(3)(A)(i)(I) and (II) 20 CFR, Part 663, §663.160 20 CFR, Part 663, §663.220(a)</p> <p style="text-align: center;"><u>OR</u></p> <p>INDIVIDUAL IS DETERMINED BY A ONE-STOP OPERATOR TO BE IN NEED OF INTENSIVE SERVICES TO OBTAIN OR RETAIN EMPLOYMENT THAT LEADS TO SELF-SUFFICIENCY WIA §134(d)(3)(A)(ii) 20 CFR, Part 663, §663.220(b)</p>	<p>Documentation in the participant's case file (paper or electronic) that a determination of the need for Intensive Services has been established through the Core Services provided, including, but not limited to, services such as:</p> <p>(1) Initial assessment; <u>or</u></p> <p>(2) Job search and placement assistance</p> <p>The initial assessment provides preliminary information about the individual's skill levels, aptitudes, interest, and supportive service needs. The job search and placement assistance can help the individual determine whether he/she is unable to obtain employment. Assessment and/or Job search and placement assistance may substantiate the One-Stop's determination and documentation that the individual is unable to obtain employment, and thus requires more Intensive Services to obtain employment.</p> <p>SELF-SUFFICIENCY CRITERIA: Local definitions and examples of acceptable documentation apply.</p>
TRAINING SERVICES	(Only one document from this column per eligibility criterion is required)
<p>INDIVIDUAL IS UNEMPLOYED 20 CFR, Part 663, §663.310</p> <p>Note: This term includes these who did not work, and (a) were waiting to be called back to a job from which they had been laid off, or (b) were waiting to report to a new wage or salary job scheduled to start within 30 days.</p> <p style="text-align: center;"><u>OR</u></p>	<p>Any documentation which indicates that the individual is one who did not work during the 7 consecutive days prior to application for Title I services, who made specific efforts to find a job within the past 4 weeks prior to application, and who was available for work during the 7 consecutive days prior to application (except for temporary illness), including, but not limited to:</p> <p>(1) Layoff/termination notice; or</p> <p>(2) Employer letter;</p> <p>(3) Phone verification from last employer;</p> <p>(4) Applicant statement.</p>

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TRAINING SERVICES	(Only one document from this column per eligibility criterion is required)
<p>INDIVIDUAL IS EMPLOYED 20 CFR, Part 663, §663.310</p> <p>NOTE: This term includes members of the Armed forces on active duty, who have not been discharged or separated, participants in registered apprenticeship programs, and self-employed individuals.</p>	<p>Any employment verification (check stub, business license, etc.) or applicant statement which documents that the individual, during the 7 consecutive days prior to application to a WIA program, performed any work at all:</p> <ul style="list-style-type: none"> (1) As a paid employee; or (2) In his/her own business, profession or farm; or (3) Worked 15 hours or more as an unpaid worker in an enterprise operated by a member of the family, or an individual who was not working, but has a job or business from which he/she was temporarily absent because of illness, bad weather, vacation, labor-management dispute, or personal reasons, whether or not paid by the employer for time off, and whether or not seeking another job.
<p>INDIVIDUAL HAS MET THE ELIGIBILITY REQUIREMENTS FOR INTENSIVE SERVICES WIA §134(d)(4)(A)(i) 20 CFR, Part 663, §663.310(a)</p>	<p>Documentation as previously detailed in this table for Intensive Services</p>
<p>INDIVIDUAL HAS RECEIVED AT LEAST ONE INTENSIVE SERVICE 20 CFR, Part 663, §663.240(a) 20 CFR, Part 663, §663.310(a)</p>	<p>Documentation in the participant's case file (paper or electronic) that the individual has received, <u>at a minimum</u>, at least one Intensive Service, such as:</p> <ul style="list-style-type: none"> (1) Development of an individual employment plan with a case manager; <u>OR</u> (2) Individual counseling and career planning
<p>INDIVIDUAL HAS BEEN DETERMINED UNABLE TO OBTAIN OR RETAIN EMPLOYMENT THROUGH INTENSIVE SERVICES WIA §134(d)(4)(A)(i) 20 CFR, Part 663, §663.310(a)</p>	<p>Documentation in the participant's case file (paper or electronic) that a determination has been completed, establishing that an individual has been unable to obtain or retain employment through receipt of such Intensive Services as:</p> <ul style="list-style-type: none"> (1) Individual employment plan; or (2) Comprehensive assessment; or (3) Any other Intensive Service received by the participant <p>At a minimum, the individual employment plan <u>must</u> identify the participant's employment goals, the appropriate achievement objectives, and the appropriate combination of services for the participant to achieve the employment goals.</p>

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TRAINING SERVICES	(Only one document from this column per eligibility criterion is required)
<p>INDIVIDUAL HAS BEEN DETERMINED BY A ONE-STOP OPERATOR OR ONE-STOP PARTNER TO BE IN NEED OF TRAINING SERVICES WIA §134(d)(4)(A)(ii) 20 CFR, Part 663, §663.310(b)</p>	<p>Documentation in the participant's case file (paper or electronic) that a determination of need for Training Services has been completed after an:</p> <ul style="list-style-type: none"> (1) Interview; or (2) Evaluation; or (3) Assessment; <u>and</u> (4) Case management
<p>INDIVIDUAL HAS THE SKILLS AND QUALIFICATIONS TO SUCCESSFULLY COMPLETE THE SELECTED TRAINING PROGRAM WIA §134(d)(4)(A)(ii) 20 CFR, Part 663, §663.310(b)</p>	<p>Standardized assessment results that document the participant's ability to undertake and complete the specific training program may include, but are not limited to:</p> <ul style="list-style-type: none"> (1) Structured interviews; (2) Paper and pencil tests; (3) Performance tests (e.g., skills, and/or worksamples, including those that measure interest and capability to train in nontraditional employment); (4) Behavioral observations; (5) Interest and/or attitude inventories; (6) Career guidance instruments; (7) Aptitude tests; and (8) Basic skills tests
<p>INDIVIDUAL SELECTS A PROGRAM OF TRAINING THAT IS DIRECTLY LINKED TO THE EMPLOYMENT OPPORTUNITIES EITHER IN THE LOCAL AREA OR IN ANOTHER AREA TO WHICH THE INDIVIDUAL IS WILLING TO RELOCATE WIA §134(d)(4)(A)(iii) 20 CFR, Part 663, §663.310(c)</p>	<p>Documentation in the participant's case file (paper or electronic) from AESD's <i>Guide to Educational Training Programs for Demand Occupations</i> that the training program is in demand. The documentation will substantiate the training demand if the number of estimated workers needed exceeds the current supply of workers in an occupation by one of the following two criteria:</p> <ul style="list-style-type: none"> (1) By sixteen (16) for statewide demand; OR (2) By six (6) within the LWIA <p style="text-align: center;"><u>AND</u></p> <p>Documentation in the participant's case file (paper or electronic) that the</p>

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ELIGIBILITY CRITERIA TRAINING SERVICES	EXAMPLES OF ACCEPTABLE DOCUMENTATION (Only one document from this column per eligibility criterion is required)
	<p>selected training provider is an approved WIA training provider as annotated on the WIA Eligible Training Providers List</p> <p>Notes: Access the Guide to Educational Training Programs for Demand Occupations at the following Internet Site: http://www.accessarkansas.org/esd/lmi2001demndlistA.htm</p> <p>The WIA Eligible Training Providers List is available through the Arkansas Consumer Report System at the following Internet Site: http://acrsdata.arkansascrs.org/</p>
<p>INDIVIDUAL IS UNABLE TO OBTAIN GRANT ASSISTANCE FROM OTHER SOURCES TO PAY THE COSTS OF SUCH TRAINING OR REQUIRES WIA ASSISTANCE IN ADDITION TO OTHER SOURCES OF GRANT ASSISTANCE WIA §134(d)(4)(B)(i)(I) and (II) 20 CFR, Part 663, §663.310(d)</p>	<p>Documentation in the participant's case file (paper or electronic) that substantiates compliance with the provisions of the AWIB's Guidelines and Procedures for Individual Training Accounts as specified in Attachment E-4 of the Arkansas State Unified Plan. This includes documentation of the processes of:</p> <ol style="list-style-type: none"> (1) How other sources of funding were first sought (e.g., Pell Grants, one-stop programs other than WIA, etc.); or (2) Coordination with other sources of funding (e.g., North American Free Trade Agreement/Trade Adjustment Assistance). <p>For Pell Grant applicants, Program operators shall obtain a copy of the "Financial Aid Award Notification" form from the financial aid office of the training institution. This form will serve as documentation for the:</p> <ol style="list-style-type: none"> (1) Monetary amount of Unmet Financial Need to be incurred by the individual; AND (2) The determination that there are no duplications of payment for services related to the individual; OR (3) The determination that the individual is ineligible for Pell Grant assistance.
<p>ECONOMIC ELIGIBILITY FOR INTENSIVE SERVICES AND TRAINING SERVICES</p>	<p>(Only one document from this column per eligibility criterion is required)</p>
<p>If funds allocated to a local area for Adult Employment and Training activities are limited, priority must be given to recipients of public assistance and other low-income individuals in the local area for Intensive and Training Services. WIA §134(d)(4)(E) 20 CFR, Part 663, §663.600(a)</p>	

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ECONOMIC ELIGIBILITY FOR INTENSIVE SERVICES AND TRAINING SERVICES	<p>(Only one document from this column per eligibility criterion is required)</p>
<p>Unless the local area has determined that funds are <u>not</u> limited, <u>priority for Intensive and Training Services funded with Title I Adult funds must be given to recipients of public assistance and other low-income individuals.</u> 20 CFR, Part 663, §663.600(c)</p>	
<p>INDIVIDUAL IS DETERMINED ELIGIBLE IN ACCORDANCE WITH THE STATE AND LOCAL PRIORITY SYSTEM, IF ANY, IN EFFECT FOR ADULTS WIA §134(d)(4)(A)(v) 20 CFR, Part 663, §663.310(e) Unified Plan, Attachment F-4, F-4-1</p>	<p>Documentation in the participant's case file (paper or electronic) that substantiates that the individual is a member of one of the following groups:</p> <ol style="list-style-type: none"> (1) Recipient of Public Assistance; or (2) Low-income individual; or (3) Other eligible individuals.
<p>CASH PUBLIC ASSISTANCE WIA §101(25)(A) WIA §101(37)</p> <p>NOTE: The listed items of documentation are acceptable for any individual listed on the grant.</p>	<ol style="list-style-type: none"> 1. Copy of Authorization to Receive Cash Public Assistance 2. Copy of Public Assistance Check 3. Medical Card Showing Cash Grant Status 4. Public Assistance Identification Card Showing Cash Grant Status 5. Public Assistance Records/Printout 6. Refugee Assistance Records
<p>INDIVIDUAL/FAMILY INCOME WIA §101(25)(A) WIA §101(15)</p>	<ol style="list-style-type: none"> 1. Alimony Agreement 2. Applicant Statement 3. Award Letter from Veterans Administration 4. Bank Statements (Direct Deposit) 5. Compensation Award Letter 6. Court Award Letter 7. Employer Statement/Contact 8. Farm or Business Financial Records

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ECONOMIC ELIGIBILITY FOR INTENSIVE SERVICES AND TRAINING SERVICES	(Only one document from this column per eligibility criterion is required)
	9. Housing Authority Verification 10. Pay Stubs 11. Pension Statement 12. Public Assistance Records 13. Quarterly Estimated Tax for Self Employed Persons (Schedule C) 14. Social Security Benefits
FOOD STAMPS WIA §101(25)(C) NOTE: The listed items of documentation are acceptable for any individual listed on the grant.	1. Current Authorization to obtain Food Stamps 2. Current Food Stamp Receipt 3. Food Stamp Card with Current Date 4. Letter from Food Stamp Dispersing Agency 5. Postmarked Food Stamp Mailer with Applicable Name and Address 6. Public Assistance Records/Printout
HOMELESS WIA §101(25)(D)	1. Applicant Statement 2. Written Statement from an Individual Providing Temporary Residence 3. Written Statement from Shelter 4. Written Statement from Social Service Agency
SUPPORTED FOSTER CHILD WIA §101(25)(E)	1. Court Contact 2. Court Documentation 3. Medical Card 4. Verification of Payments made on Behalf of the Child 5. Written Statement from State/Local Agency

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ECONOMIC ELIGIBILITY FOR INTENSIVE SERVICES AND TRAINING SERVICES	(Only one document from this column per eligibility criterion is required)
<p>INDIVIDUAL WITH A DISABILITY WIA §101(25)(F) WIA §101(17)(A)</p> <p>NOTE: If an individual declares a disability, any of the listed items may be used.</p>	<ol style="list-style-type: none"> 1. Letter from Drug or Alcohol Rehabilitation Agency 2. Letter from Child Study Team Stating Specific Disability 3. Medical Records 4. Observable Condition (Applicant Statement Needed) 5. Physician's Statement 6. Psychiatrist's Diagnosis 7. Psychologist's Diagnosis 8. Rehabilitation Evaluation 9. School Records 10. Sheltered Workshop Certification 11. Social Service Records/Referral 12. Social Security Administration Disability Records 13. Veterans Administration Letter/Records 14. Vocational Rehabilitation Letter 15. Workers Compensation Record

**TABLE OF DOCUMENTATION
WIA DISLOCATED WORKER FUNDING STREAM ELIGIBILITY**

ELIGIBILITY CRITERIA	EXAMPLES OF ACCEPTABLE DOCUMENTATION
GENERAL ELIGIBILITY CORE, INTENSIVE, & TRAINING	(Only one document from this column per eligibility criterion is required)
<p style="text-align: center;">CITIZENSHIP/ALIEN STATUS</p> <p>Participation in programs and activities financially assisted in whole or in part under Title I is open to citizens and nationals of the U.S., lawfully admitted permanent resident aliens, refugees, asylees, and parolees, and other immigrants authorized by the Attorney General to work in the U.S.</p> <p style="text-align: center;">WIA §188(a)(5)</p> <p>Note: An individual must receive a WIA funded <u>staff-assisted</u> Core Service, Intensive Service, or Training Service to trigger registration and include the person in the performance measures. This standard shall serve as the trigger for citizenship or work authorization documentation.</p> <p>USDOL TEGL 7-99</p>	<p><u>U.S. Citizenship</u></p> <ol style="list-style-type: none"> 1. Certified Birth Certificate issued by the city, county or state 2. Previous U.S. Passport <p>Note: The State recommends the U.S. Department of State's proof of U.S. citizenship documentation requirements for obtaining a U.S. passport to document citizenship for Title I Programs. The primary sources of documentation are listed above. Secondary sources are displayed at the Internet Site:</p> <p style="text-align: center;">http://travel.state.gov/passport_obtain.html</p> <p style="text-align: center;">OR</p> <p><u>U.S. Work Authorization</u></p> <ol style="list-style-type: none"> 1. Alien Registration Receipt Card with Photograph (INS Form I-551) 2. Unexpired Foreign Passport (with I-551 stamp or attached INS Form I-94 indicating unexpired employment authorization) 3. Unexpired Temporary Card (INS Form I-688) 4. Unexpired Employment Authorization Card (INS Form I-688A) 5. Unexpired Employment Authorization Document issued by the INS which contains a Photograph (INS Form I-688B or I-766) <p>Note: The Immigration Reform and Control Act requires all U.S. employers to verify the employment eligibility and identity of all employees hired to work in the U.S. after November 6, 1986. To comply with the law, employers are required to complete Form I-9, Employment Eligibility Verification Form, issued by the U.S. Immigration and Naturalization Service (INS). The official lists of acceptable documents for establishing identity and work eligibility are displayed on page 3 of the Form I-9. The State recommends the documentation requirements provided on these lists. Any source (original) document from List A of Form I-9, or a source document from List B and a source document from List C of the Form I-9 may be used to document work authorization. To access the lists and latest notices of changes, see the INS Internet Site at:</p> <p style="text-align: center;">http://www.ins.gov/graphics/formsfee/forms/i-9.html (Then download I-9 PDF file)</p>

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ELIGIBILITY CRITERIA	EXAMPLES OF ACCEPTABLE DOCUMENTATION
GENERAL ELIGIBILITY CORE, INTENSIVE, & TRAINING	(Only one document from this column per eligibility criterion is required)
<p>SELECTIVE SERVICE REGISTRANT</p> <p>Participation in any program, activity, assistance or benefit under Title I is limited to those individuals who are not in violation of section 3 of the Military Selective Service Act (50 U.S.C. App. 453) by not presenting and submitting to registration as required pursuant to the section.</p> <p style="text-align: center;">WIA §189(h) 20 CFR, Part 667, §667.250</p> <p>For the Dislocated Worker funding stream, a determination must be made of whether or not the requirement for selective service registration has been fully met for all male citizens and other male persons residing in the U.S. born on or after 1-1-60 who are 18 but not yet 26 years of age.</p>	<ol style="list-style-type: none"> 1. Acknowledgment Letter 2. Contact the Selective Service Telephone Verification System at (847) 688-6888, or log on to the Selective Service Verification Internet Site at: http://www4.sss.gov/regver/verification1.asp 3. DD-214, Report of Transfer or Discharge 4. LWIA/State Registration Process 5. Selective Service Advisory Opinion 6. Selective Service Registration Card 7. Selective Service Registration Record (Form 3A) 8. Selective Service Verification Form 9. Stamped Post Office Receipt of Registration
<p style="text-align: center;">BIRTHDATE/AGE</p> <p>To be eligible to receive Core Services as an adult in the dislocated worker program, an individual must be 18 years of age or older. To be eligible to receive Intensive and Training Services, an <i>eligible adult</i> must meet the definition of "dislocated worker" and the eligibility criteria in §663.220 and §663.310.</p> <p style="text-align: center;">20 CFR, Part 663, §663.110</p>	<ol style="list-style-type: none"> 1. Baptismal Record 2. Birth Certificate 3. DD-214, Report of Transfer or Discharge Paper 4. Driver's License 5. Federal, State or Local Government Identification Card 6. Hospital Record of Birth 7. Passport 8. Public Assistance/Social Service Records 9. School Records/Identification Card

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ELIGIBILITY CRITERIA	EXAMPLES OF ACCEPTABLE DOCUMENTATION
CONDITIONS FOR CATEGORY A DISLOCATED WORKER	(Only one document from this column per eligibility criterion is required)
<p>TERMINATED OR LAID OFF, OR HAS RECEIVED A NOTICE OF TERMINATION OR LAYOFF, FROM EMPLOYMENT WIA §101(9)(A)(i)</p>	<p>1. Layoff notice or termination notice from employer.</p> <p>2. Phone call verification by last employer. (Document in writing the name, position and date of the contact).</p> <p>3. Letter from employer confirming layoff status.</p> <p>4. Eligibility certificate to receive Trade Adjustment Assistance (TAA) from Arkansas Employment Security Department (AESD). Have claimant obtain copy of eligibility for TAA.</p> <p>5. Rapid Response list of affected employees from layoff.</p>
<p>ELIGIBLE FOR OR HAS EXHAUSTED ENTITLEMENT TO UNEMPLOYMENT COMPENSATION (UI) WIA §101(9)(A)(ii)(I)</p>	<p>Any form or statement from AESD, which documents that:</p> <p>(1) The individual has filed a claim and has been determined monetarily eligible for benefit payments under one or more State or Federal UI compensation programs, and who has not exhausted benefit rights or whose benefit period has not ended; or</p> <p>(2) The individual has exhausted all UI benefits for which determined monetarily eligible, including extended supplemental benefit rights.</p> <p>Acceptable documentation may include UI payment records, Monetary Determination Records (ESD-ARK-508), or telephone confirmation (documented by certifier) from the AESD local office.</p>
<p>EMPLOYED FOR A DURATION SUFFICIENT TO DEMONSTRATE ATTACHMENT TO THE WORKFORCE WIA §101(9)(A)(II)</p>	<p>1. Pay Check Stubs.</p> <p>2. Phone call verification by last employer. (Document in writing the name, position and date of the contact).</p> <p>3. Letter from employer or union representative confirming layoff status.</p> <p>4. Eligibility certificate to receive TAA from AESD.</p> <p>5. Rapid Response list of affected employees from layoff.</p> <p>6. Unemployment Insurance records.</p>
<p>NOT ELIGIBLE FOR UI DUE TO INSUFFICIENT EARNINGS OR HAVING PERFORMED SERVICES FOR AN EMPLOYER THAT WERE NOT COVERED UNDER STATE UI LAW. WIA §101(9)(A)(II)</p>	<p>1. Any form or statement from AESD, which documents that earnings were insufficient, or that employment was not covered.</p> <p>Acceptable documentation includes a Monetary Determination Record (ESD-ARK-508) or telephone confirmation (documented by certifier) from the AESD local office.</p>

**TABLE OF DOCUMENTATION
WIA DISLOCATED WORKER FUNDING STREAM ELIGIBILITY**

ELIGIBILITY CRITERIA	EXAMPLES OF ACCEPTABLE DOCUMENTATION
CONDITIONS FOR CATEGORY A DISLOCATED WORKER	(Only one document from this column per eligibility criterion is required)
<p style="text-align: center;">UNLIKELY TO RETURN TO A PREVIOUS INDUSTRY OR OCCUPATION WIA §101(9)(A)(iii)</p> <p style="text-align: center;">Document one of A <u>or</u> one of B:</p> <p>A. The industry or occupation shows no growth or a decline in available job opportunities, as documented by AESD.</p> <p style="text-align: center;">OR</p> <p>B. The applicant has been seeking employment since termination or layoff, but is unable to find employment in his/her previous industry or occupation due to economic conditions and/or skill limitations.</p>	<p>1. Labor Market Information.</p> <p>2. AESD labor analysis.</p> <p>3. Guide to Educational Training Programs for Demand Occupations.</p> <p style="text-align: center;">OR</p> <p>1. Application with an AWC or AESD local office and no refusal to accept a reasonable job offer.</p> <p>2. Lack of job offers or rejection letters from employers in the local area.</p> <p>3. Applicant is insufficiently educated and/or does not have the necessary skills for reentry into the former industry/occupation, as documented through the assessment of the individual's educational achievement levels, testing, or other suitable means.</p> <p>4. Statement from a Doctor or Vocational Rehabilitation Counselor indicating that the applicant's inability to return to previous industry/occupation is due to physical limitations.</p>
CONDITIONS FOR CATEGORY B DISLOCATED WORKER	(Only one document from this column per eligibility criterion is required)
<p>TERMINATED OR LAID OFF, OR HAS RECEIVED A NOTICE OF TERMINATION OR LAYOFF, FROM EMPLOYMENT AS A RESULT OF ANY PERMANENT CLOSURE OR SUBSTANTIAL LAYOFF AT A PLANT, FACILITY, OR ENTERPRISE WIA §101(9)(B)(i)</p> <p style="text-align: center;">Document one of A <u>and</u> one of B:</p> <p>A. Closure or Substantial Layoff occurred within last 2 years.</p> <p style="text-align: center;">AND</p>	<p>1. Newspaper article.</p> <p>2. Letter from employer.</p> <p>3. "Dislocated Worker Characteristics Worksheet" from Governor's Dislocated Worker Task Force (GDWTF).</p>

**TABLE OF DOCUMENTATION
WIA DISLOCATED WORKER FUNDING STREAM ELIGIBILITY**

ELIGIBILITY CRITERIA	EXAMPLES OF ACCEPTABLE DOCUMENTATION
CONDITIONS FOR CATEGORY B DISLOCATED WORKER	(Only one document from this column per eligibility criterion is required)
<p>B. Worker is/was employed at the facility.</p>	<ol style="list-style-type: none"> 1. Current Employee List from Employer. 2. Employer list of laid off employees. 3. Recent check stub from the employer. 4. Wage file for UI claimants (have claimant obtain copy from AESD or sign UI information release form).
<p>EMPLOYED AT A FACILITY AT WHICH THE EMPLOYER HAS MADE A GENERAL ANNOUNCEMENT THAT SUCH FACILITY WILL CLOSE WITHIN 180 DAYS WIA §101(9)(B)(ii)</p> <p>Document one of A <u>and</u> one of B):</p> <p>A. General Announcement.</p> <p style="text-align: center;">AND</p> <p>B. Worker is employed at the facility.</p>	<ol style="list-style-type: none"> 1. News Release. 2. WARN Notice. 3. Correspondence with a Union or Elected Official. 4. Internet Web Site Report. 5. News Media Printed Article. <ol style="list-style-type: none"> 1. Current Employee List from Employer. 2. Employer list of laid off employees. 3. Recent check stub from the employer. 4. Wage file for UI claimants (have claimant obtain copy from AESD or sign UI information release form).

**TABLE OF DOCUMENTATION
WIA DISLOCATED WORKER FUNDING STREAM ELIGIBILITY**

ELIGIBILITY CRITERIA	EXAMPLES OF ACCEPTABLE DOCUMENTATION
CONDITIONS FOR CATEGORY B DISLOCATED WORKER	(Only one document from this column per eligibility criterion is required)
<p>FOR PURPOSES OF ELIGIBILITY TO RECEIVE SERVICES OTHER THAN TRAINING SERVICES DESCRIBED IN §134(d)(4), INTENSIVE SERVICES DESCRIBED IN §134(d)(4), OR SUPPORTIVE SERVICES, EMPLOYED AT A FACILITY AT WHICH THE EMPLOYER HAS MADE A GENERAL ANNOUNCEMENT THAT SUCH FACILITY WILL CLOSE WIA §101(9)(B)(iii)</p> <p>Document one of A <u>and</u> one of B:</p> <p>A. General Announcement</p> <p style="text-align: center;">AND</p> <p>B. Worker is employed at the facility.</p>	<p>1. News Release.</p> <p>2. WARN Notice.</p> <p>3. Correspondence with a Union or Elected Official.</p> <p>4. Internet Web Site Report.</p> <p>5. News Media Printed Article.</p> <p>1. Current Employee List from Employer.</p> <p>2. Employer list of laid off employees.</p> <p>3. Recent check stub from the employer.</p> <p>4. Wage file for UI claimants (have claimant obtain copy from AESD or sign UI information release form).</p>

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WIA DISLOCATED WORKER FUNDING STREAM ELIGIBILITY**

ELIGIBILITY CRITERIA	EXAMPLES OF ACCEPTABLE DOCUMENTATION
CONDITIONS FOR CATEGORY C DISLOCATED WORKER	(Only one document from this column per eligibility criterion is required)
<p>SELF-EMPLOYED (INCLUDING EMPLOYMENT AS A FARMER, A RANCHER, OR A FISHERMAN) BUT IS UNEMPLOYED BECAUSE OF NATURAL DISASTERS WIA §101(9)(C)</p> <p>Document one of A <u>and</u> one of B).</p> <p>A. Self-Employed.</p> <p style="text-align: center;">AND</p> <p>B. Unemployed as a Result of Natural Disasters (including hurricane, tornado, storm flood, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snow storm, drought, fire, explosion, or other catastrophe).</p>	<p>1. Tax Returns.</p> <p>2. Business license.</p> <p>3. Business-related loans.</p> <p>4. Sales invoices.</p> <p>5. Service records.</p> <p>1. Newspaper article stating that the disaster caused the dislocation.</p> <p>2. Government records stating that the disaster caused the dislocation.</p>

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WIA DISLOCATED WORKER FUNDING STREAM ELIGIBILITY

ELIGIBILITY CRITERIA	EXAMPLES OF ACCEPTABLE DOCUMENTATION
CONDITIONS FOR CATEGORY C DISLOCATED WORKER	(Only one document from this column per eligibility criterion is required)
<p>SELF-EMPLOYED (INCLUDING EMPLOYMENT AS A FARMER, A RANCHER, OR A FISHERMAN) BUT IS UNEMPLOYED AS A RESULT OF ECONOMIC CONDITIONS IN THE COMMUNITY IN WHICH THE INDIVIDUAL RESIDES WIA §101(9)(C)</p> <p>Document one of A <u>and</u> one of B:</p> <p>A. Self-Employed.</p> <p style="text-align: center;">AND</p> <p>B. Unemployed as a Result of Economic Conditions due to:</p> <ol style="list-style-type: none"> 1. Failure of one or more businesses to which the self-employed individual supplied a substantial proportion of products or services. 2. Failure of one or more businesses from which the self-employed individual obtained a substantial proportion of products and services. 3. Substantial layoff(s) from or permanent closures of plants, facilities or enterprises that support a significant portion of the state or local economy. 4. Depressed prices or markets for the articles produced by the self-employed individual. 	<ol style="list-style-type: none"> 1. Tax Returns. 2. Business license. 3. Business-related loans. 4. Sales invoices. 5. Service records. <ol style="list-style-type: none"> 1. Copies of cancelled orders. 2. Notarized statement from purchaser of service. <ol style="list-style-type: none"> 1. Newspaper article reporting that business failed. 2. Cancelled invoices. 3. Honored checks from applicant's business to failed business. <ol style="list-style-type: none"> 1. Documentation that large layoffs affected individual business(es). <ol style="list-style-type: none"> 1. Varied labor market information.

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WIA DISLOCATED WORKER FUNDING STREAM ELIGIBILITY**

ELIGIBILITY CRITERIA	EXAMPLES OF ACCEPTABLE DOCUMENTATION
CONDITIONS FOR CATEGORY D DISLOCATED WORKER	(Only one document from this column per eligibility criterion is required)
<p style="text-align: center;">DISPLACED HOMEMAKER WIA §101(9)(D)</p> <p>Document one of A <u>and</u> one of B:</p> <p>A. Dependent on the income of another family member but is no longer supported by that income.</p> <p style="text-align: center;">AND</p> <p>C. Unemployed or underemployed and experiencing difficulty in obtaining or upgrading employment.</p>	<ol style="list-style-type: none"> 1. Death Certificate. 2. Divorce Decree. 3. Legal Separation Document. 4. Insurance Records and/or Court Document. 5. Certified Statement from supporting family member stating that he/she no longer supports applicant and reason. <ol style="list-style-type: none"> 1. Tax Return. 2. Meets definition of underemployed. 3. Employer verification of salary or recent check stub. 4. AESD verification that applicant registered for work 15 weeks prior to certification. 5. Applicant self-attestation that they have been seeking employment.

**TABLE OF DOCUMENTATION
WIA DISLOCATED WORKER FUNDING STREAM ELIGIBILITY**

ELIGIBILITY CRITERIA	EXAMPLES OF ACCEPTABLE DOCUMENTATION
INTENSIVE SERVICES	(Only one document from this column per eligibility criterion is required)
<p>INDIVIDUAL IS UNEMPLOYED 20 CFR, Part 663, §663.220(a)</p> <p style="text-align: center;">OR</p> <p>INDIVIDUAL IS EMPLOYED 20 CFR, Part 663, §663.220(a)</p>	<p>Any documentation which indicates that the individual is one who did not work during the 7 consecutive days prior to application for Title I services, who made specific efforts to find a job within the past 4 weeks prior to application, and who was available for work during the 7 consecutive days prior to application (except for temporary illness), including, but not limited to:</p> <ul style="list-style-type: none"> (1) Layoff/termination notice; or (2) Employer letter; or (3) Phone verification from last employer; or (4) Applicant statement. <p>Any employment verification (check stub, business license, etc.) or applicant statement which documents that the individual, during the 7 consecutive days prior to application to a WIA program, performed any work at all:</p> <ul style="list-style-type: none"> (1) As a paid employee; or (2) In his/her own business, profession or farm, or (3) Worked 15 hours or more as an unpaid worker in an enterprise operated by a member of the family, or an individual who was not working, but has a job or business from which he/she was temporarily absent because of illness, bad weather, vacation, labor-management dispute, or personal reasons, whether or not paid by the employer for time off, and whether or not seeking another job.
<p>INDIVIDUAL HAS RECEIVED AT LEAST ONE CORE SERVICE 20 CFR, Part 663, §663.220(a) 20 CFR, Part 663, §663.160</p>	<p>Documentation in the participant's case file (paper or electronic) that the individual has received, <u>at a minimum</u>, at least one Core Service, such as:</p> <ul style="list-style-type: none"> (1) Initial assessment; <u>or</u> (2) Job search and placement assistance

**TABLE OF DOCUMENTATION
WIA DISLOCATED WORKER FUNDING STREAM ELIGIBILITY**

ELIGIBILITY CRITERIA	EXAMPLES OF ACCEPTABLE DOCUMENTATION
INTENSIVE SERVICES	(Only one document from this column per eligibility criterion is required)
<p>INDIVIDUAL IS UNABLE TO OBTAIN EMPLOYMENT THROUGH CORE SERVICES AND IS DETERMINED BY A ONE-STOP OPERATOR TO BE IN NEED OF MORE INTENSIVE SERVICES TO OBTAIN EMPLOYMENT 20 CFR, Part 663, §663.220 20 CFR, Part 663, §663.160</p>	<p>Documentation in the participant's case file (paper or electronic) that the individual has received, <u>at a minimum</u>, at least one of the following core services:</p> <p>(1) Initial assessment; <u>or</u></p> <p>(2) Job search and placement assistance</p> <p>The initial assessment provides preliminary information about the individual's skill levels, aptitudes, interest, and supportive service needs. The job search and placement assistance can help the individual determine whether he/she is unable to obtain employment. Assessment and/or Job search and placement assistance may substantiate the One-Stop's determination and documentation that the individual is unable to obtain employment, and thus requires more Intensive Services to obtain employment.</p>
TRAINING SERVICES	(Only one document from this column per eligibility criterion is required)
<p>INDIVIDUAL IS UNEMPLOYED 20 CFR, Part 663, §663.310</p> <p style="text-align: center;">OR</p> <p>INDIVIDUAL IS EMPLOYED 20 CFR, Part 663, §663.310</p>	<p>Any documentation which indicates that the individual is one who did not work during the 7 consecutive days prior to application for Title I services, who made specific efforts to find a job within the past 4 weeks prior to application, and who was available for work during the 7 consecutive days prior to application (except for temporary illness), including, but not limited to:</p> <p>(1) Layoff/termination notice; <u>or</u></p> <p>(2) Employer letter;</p> <p>(3) Phone verification from last employer;</p> <p>(4) Applicant statement.</p> <p>Any employment verification (check stub, business license, etc.) or applicant statement which documents that the individual, during the 7 consecutive days prior to application to a WIA program, performed any work at all:</p> <p>(1) As a paid employee; <u>or</u></p> <p>(2) In his/her own business, profession or farm, <u>or</u></p> <p>(4) Worked 15 hours or more as an unpaid worker in an enterprise operated by a member of the family, or an individual who was not working, but has a job or business from which he/she was temporarily absent because of illness, bad weather, vacation, labor-management dispute, or personal reasons, whether or not paid by the employer for time off, and whether or not seeking another job.</p>

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WIA DISLOCATED WORKER FUNDING STREAM ELIGIBILITY**

ELIGIBILITY CRITERIA	EXAMPLES OF ACCEPTABLE DOCUMENTATION
TRAINING SERVICES	(Only one document from this column per eligibility criterion is required)
INDIVIDUAL HAS MET THE ELIGIBILITY REQUIREMENTS FOR INTENSIVE SERVICES 20 CFR, Part 663, §663.310(a)	Documentation as previously detailed in this table for Intensive Services
INDIVIDUAL HAS RECEIVED AT LEAST ONE INTENSIVE SERVICE 20 CFR, Part 663, §663.310(a) 20 CFR, Part 663, §663.240	Documentation in the participant's case file (paper or electronic) that the individual has received, <u>at a minimum</u> , at least one Intensive Service, such as: (1) Development of an individual employment plan with a case manager; OR (2) Individual counseling and career planning
INDIVIDUAL HAS BEEN DETERMINED UNABLE TO OBTAIN OR RETAIN EMPLOYMENT THROUGH INTENSIVE SERVICES 20 CFR, Part 663, §663.310(a) 20 CFR, Part 663, §663.240(b) 20 CFR, Part 663, §663.245	Documentation in the participant's case file (paper or electronic) that a determination of (1) Individual employment plan; or (2) Comprehensive assessment; or (3) Any other Intensive Service received by the participant At a minimum, the individual employment plan <u>must</u> identify the participant's empl appropriate combination of services for the participant to achieve the employment goals.
INDIVIDUAL HAS THE SKILLS AND QUALIFICATIONS TO SUCCESSFULLY COMPLETE THE SELECTED TRAINING PROGRAM 20 CFR, Part 663, §663.310(b)	Standardized assessment results that document the participant's ability to undertake and limited to: (1) Structured interviews; (2) Paper and pencil tests; (3) Performance tests (e.g., skills, and/or worksamples, including those that measure in (4) Behavioral observations; (5) Interest and/or attitude inventories; (6) Career guidance instruments; (7) Aptitude tests; and (8) Basic skills tests

**TABLE OF DOCUMENTATION
WIA DISLOCATED WORKER FUNDING STREAM ELIGIBILITY**

ELIGIBILITY CRITERIA TRAINING SERVICES	EXAMPLES OF ACCEPTABLE DOCUMENTATION
<p>INDIVIDUAL SELECTS A PROGRAM OF TRAINING THAT IS DIRECTLY LINKED TO THE EMPLOYMENT OPPORTUNITIES EITHER IN THE LOCAL AREA OR IN ANOTHER AREA TO WHICH THE INDIVIDUAL IS WILLING TO RELOCATE 20 CFR, Part 663, §663.310(c)</p>	<p>Documentation in the participant's case file (paper or electronic) from AESD's Guide to Educational Training Programs for Demand Occupations that the training program is in demand. The documentation will substantiate the training demand if the number of estimated workers needed exceeds the current supply of workers in an occupation by one of the following two criteria:</p> <p>(1) By sixteen (16) for statewide demand; OR</p> <p>(2) By six (6) within the LWIA</p> <p style="text-align: center;">AND</p> <p>Documentation in the participant's case file (paper or electronic) that the selected training provider is an approved WIA training provider as annotated on the Statewide List of Eligible Training Providers</p> <p>Notes: Access the Guide to Educational Training Programs for Demand Occupations at the following Internet Site: http://www.accessarkansas.org/esd/lmi2001demndlistA.htm</p> <p>The WIA Eligible Training Providers List is available through the Arkansas Consumer Report System at the following Internet Site: http://acrsdata.arkansascrs.org/</p>
<p>INDIVIDUAL IS UNABLE TO OBTAIN GRANT ASSISTANCE FROM OTHER SOURCES TO PAY THE COSTS OF SUCH TRAINING, OR REQUIRES WIA ASSISTANCE IN ADDITION TO OTHER SOURCES OF GRANT ASSISTANCE WIA §134(d)(4)(B)(i)(I) and (II) 20 CFR, Part 663, §663.310(d)</p>	<p>Documentation in the participant's case file (paper or electronic) that substantiates compliance with the provisions of the SWIB's Guidelines and Procedures for Individual Training Accounts as specified in Attachment E-4 of the Arkansas State Unified Plan. This includes documentation of the processes of:</p> <p>(1) How other sources of funding were first sought (e.g., Pell Grants, one-stop programs other than WIA, etc.); or</p> <p>(2) Coordination with other sources of funding (e.g., North American Free Trade Agreement/Trade Adjustment Assistance).</p> <p>For Pell Grant applicants, Program operators shall obtain a copy of the "Financial Aid Award Notification" form from the financial aid office of the training institution. This form will serve as documentation for the:</p> <p>(1) Monetary amount of Unmet Financial Need to be incurred by the individual; AND</p> <p>(2) That there are no duplications of payment for services related to the individual; OR</p> <p>(3) That the individual is ineligible for Pell Grant assistance.</p>

TABLE OF DOCUMENTATION WIA YOUTH FUNDING STREAM ELIGIBILITY

ELIGIBILITY CRITERIA GENERAL ELIGIBILITY	EXAMPLES OF ACCEPTABLE DOCUMENTATION (Only one document from this column per eligibility criterion is required)
<p>CITIZENSHIP/ALIEN STATUS</p> <p>Participation in programs and activities financially assisted in whole or in part under Title I is open to citizens and nationals of the U.S., lawfully admitted permanent resident aliens, refugees, asylees, and parolees, and other immigrants authorized by the Attorney General to work in the U.S.</p> <p>WIA §188(a)(5)</p> <p>Note: All youth who receive Title I services will be registered for services and counted in the measures. Registration is the process of collecting information to support a determination of eligibility. This standard shall serve as the trigger for citizenship or work authorization documentation.</p> <p>USDOL TEGL 7-99</p>	<p><u>U.S. Citizenship</u></p> <ol style="list-style-type: none"> 1. Certified Birth Certificate issued by the city, county or state 2. Previous U.S. Passport <p>Note: The State recommends the U.S. Department of State's proof of U.S. citizenship documentation requirements for obtaining a U.S. passport to document citizenship for Title I Programs. The primary sources of documentation are listed above. Secondary sources are displayed at the Internet Site:</p> <p>http://travel.state.gov/passport_obtain.html</p> <p>OR</p> <p><u>U.S. Work Authorization</u></p> <ol style="list-style-type: none"> 1. Alien Registration Receipt Card with Photograph (INS Form I-551) 2. Unexpired Foreign Passport (with I-551 stamp or attached INS Form I-94 indicating unexpired employment authorization) 3. Unexpired Temporary Card (INS Form I-688) 4. Unexpired Employment Authorization Card (INS Form I-688A) 5. Unexpired Employment Authorization Document issued by the INS which contains a Photograph (INS Form I-688B or I-766) <p>Note: The Immigration Reform and Control Act requires all U.S. employers to verify the employment eligibility and identity of all employees hired to work in the U.S. after November 6, 1986. To comply with the law, employers are required to complete Form I-9, Employment Eligibility Verification Form, issued by the U.S. Immigration and Naturalization Service (INS). The official lists of acceptable documents for establishing identity and work eligibility are displayed on page 3 of the Form I-9. The State recommends the documentation requirements provided on these lists. Any source (original) document from List A of Form I-9, or a source document from List B and a source document from List C of the Form I-9 may be used to document work authorization. To access the lists and latest notices of changes, see the INS Internet Site at:</p> <p>http://www.ins.gov/graphics/formsfee/forms/i-9.htm (Then download I-9 PDF file)</p>

**TABLE OF DOCUMENTATION
WIA YOUTH FUNDING STREAM ELIGIBILITY**

ELIGIBILITY CRITERIA	EXAMPLES OF ACCEPTABLE DOCUMENTATION
GENERAL ELIGIBILITY	(Only one document from this column per eligibility criterion is required)
<p style="text-align: center;">SELECTIVE SERVICE REGISTRANT</p> <p>Participation in any program, activity, assistance or benefit under Title I is limited to those individuals who are not in violation of section 3 of the Military Selective Service Act (50 U.S. C. App. 453) by not presenting and submitting to registration as required pursuant to the section.</p> <p style="text-align: center;">WIA §189(h)</p> <p>For the Youth funding stream, a determination must be made of whether or not the requirement for selective service registration has been fully met for all male citizens and other male persons residing in the U.S. born on or after 1-1-60 who are between the ages of 18 and 21.</p>	<ol style="list-style-type: none"> 1. Acknowledgment Letter 2. Contact the Selective Service Telephone Verification System at (847) 688-6888, or log on to the Selective Service Verification Internet Site at: http://www4.sss.gov/regver/verification1.asp 3. DD-214, Report of Transfer or Discharge 4. LWIA/State Registration Process 5. Selective Service Advisory Opinion 6. Selective Service Registration Card 7. Selective Service Registration Record (Form 3A) 8. Selective Service Verification Form 9. Stamped Post Office Receipt of Registration
<p style="text-align: center;">BIRTHDATE/AGE</p> <p>Participation in programs and activities financially assisted in whole or in part under the Title I Youth Funding Stream is open to individuals who are not less than age 14 and not more than age 21.</p> <p style="text-align: center;">WIA §101(13)(A) 20 CFR, Part 664, §664.200(a)</p>	<ol style="list-style-type: none"> 1. Baptismal Record 2. Birth Certificate 3. DD-214, Report of Transfer or Discharge Paper 4. Driver's License 5. Federal, State or Local Government Identification Card 6. Hospital Record of Birth 7. Passport 8. Public Assistance/Social Service Records 9. School Records/Identification Card 10. Work Permit

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WIA YOUTH FUNDING STREAM ELIGIBILITY**

ELIGIBILITY CRITERIA	EXAMPLES OF ACCEPTABLE DOCUMENTATION
GENERAL ELIGIBILITY	(Only one document from this column per eligibility criterion is required)
<p>LOW-INCOME INDIVIDUAL WIA §101(13)(B) WIA §101(25) 20 CFR, Part 664, §664.200(b)</p>	<p>Documentation in the participant's case file (paper or electronic) that the individual:</p> <ol style="list-style-type: none"> 1. Receives, or is a member of a family that receives cash payments under a Federal, State, or local income-based public assistance program; or 2. Received an income, or is a member of a family that received a total family income, for the 6-month period prior to application for the program involved (exclusive of UI compensation, child support payments, cash payments, and Social Security Act old-age and survivors insurance benefits) that, in relation to family size, does not exceed the higher of: (a) The poverty line, for an equivalent time period, or (b) 70% of the lower living standard income level, for an equivalent period; or 3. Is a member of a household that receives (or has been determined within the 6-month period prior to application for the program involved to be eligible to receive) food stamps pursuant to the Food Stamp Act of 1977; or 4. Qualifies as homeless individual, as defined in subsections (a) and (b) of section 103 of the Stewart B. McKinney Homeless Assistance Act; or 5. Is a foster child on behalf of whom State or local government payments are made; or 6. Is an individual with a disability whose own income meets the requirements in the Act at §101(25)(A) or §101(25)(B), but who is a member of a family whose income does not meet such requirements.
AND	AND
<p>WITHIN ONE OR MORE OF THE FOLLOWING CATGEGORIES WIA §101(13)(C) 20 CFR, Part 664, §664.200(c)</p>	<ol style="list-style-type: none"> 1. Deficient in basic literacy skills; or 2. A school dropout; or 3. Homeless, a runaway, or a foster child; or 4. Pregnant or a parent; or 5. An offender; or 6. An individual (including a youth with a disability) who requires additional assistance to complete an educational program, or to secure and hold employment.

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WIA YOUTH FUNDING STREAM ELIGIBILITY**

ELIGIBILITY CRITERIA	EXAMPLES OF ACCEPTABLE DOCUMENTATION
ECONOMIC ELIGIBILITY	(Only one document from this column per eligibility criterion is required)
<p style="text-align: center;">PUBLIC ASSISTANCE WIA §101(13)(B) WIA §101(25)(A) WIA §101(37) 20 CFR, Part 664, §664.200(b)</p>	<ol style="list-style-type: none"> 1. Copy of Authorization to Receive Cash Public Assistance 2. Copy of Public Assistance Check 3. Medical Card Showing Cash Grant Status 4. Public Assistance Identification Card Showing Cash Grant Status 5. Public Assistance Records/Printout 6. Refugee Assistance Records
<p style="text-align: center;">INDIVIDUAL/FAMILY INCOME WIA §101(13)(B) WIA §101(25)(B) WIA §101(15) 20 CFR, Part 664, §664.200(b)</p> <p>NOTE: Documentation should be provided for each applicable income source.</p>	<ol style="list-style-type: none"> 1. Alimony Agreement 2. Applicant Statement 3. Award Letter from Veterans Administration 4. Bank Statements (Direct Deposit) 5. Compensation Award Letter 6. Court Award Letter 7. Employer Statement/Contact 8. Farm or Business Financial Records 9. Housing Authority Verification 10. Pay Stubs 11. Pension Statement 12. Public Assistance Records 13. Quarterly Estimated Tax for Self Employed Persons (Schedule C) 14. Social Security Benefits

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WIA YOUTH FUNDING STREAM ELIGIBILITY**

ELIGIBILITY CRITERIA	EXAMPLES OF ACCEPTABLE DOCUMENTATION
ECONOMIC ELIGIBILITY	(Only one document from this column per eligibility criterion is required)
<p>INDIVIDUAL STATUS/FAMILY SIZE WIA §101(13)(B) WIA §101(25) WIA §101(15) 20 CFR, Part 664, §664.200(b)</p>	<ol style="list-style-type: none"> 1. Applicant Statement 2. Birth Certificate 3. Decree of Court 4. Disabled (see Individual with a Disability) 5. Divorce Decree 6. Landlord Statement 7. Lease 8. Marriage Certificate 9. Medical Card 10. Most Recent Tax Return supported by IRS Documents (e.g. Form Letter 1722) 1. Public Assistance/Social Service Agency Records 2. Public Housing Authority (If Resident of or on Waiting List) 3. Written Statement from a Publicly Supported 24 Hour Care Facility or Institution (e.g. Mental, Prison)
<p>FOOD STAMPS WIA §101(13)(B) WIA §101(25)(C) 20 CFR, Part 664, §664.200(b)</p> <p>NOTE: The listed items of documentation are acceptable for any individual listed on the grant.</p>	<ol style="list-style-type: none"> 1. Current Authorization to obtain Food Stamps 2. Current Food Stamp Receipt 3. Food Stamp Card with Current Date 4. Letter from Food Stamp Disbursing Agency 5. Postmarked Food Stamp Mailer with Applicable Name and Address 6. Public Assistance Records/Printout
<p>HOMELESS WIA §101(13)(B) WIA §101(25)(D) 20 CFR, Part 664, §664.200(b)</p>	<ol style="list-style-type: none"> 1. Applicant Statement 2. Written Statement from an Individual Providing Temporary Residence 3. Written Statement from Shelter 4. Written Statement from Social Services Agency

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WIA YOUTH FUNDING STREAM ELIGIBILITY**

ELIGIBILITY CRITERIA	EXAMPLES OF ACCEPTABLE DOCUMENTATION
ECONOMIC ELIGIBILITY	(Only one document from this column per eligibility criterion is required)
<p style="text-align: center;">FOSTER CHILD WIA §101(13)(B) WIA §101(25)(E) 20 CFR, Part 664, §664.200(b)</p>	<ol style="list-style-type: none"> 1. Court Contact 2. Court Documentation 3. Medical Card 4. Verification of Payments made on Behalf of the Child 5. Written Statement from State/Local Agency
<p style="text-align: center;">INDIVIDUAL WITH A DISABILITY WIA §101(13)(B) WIA §101(25)(F) 20 CFR, Part 664, §664.200(b)</p> <p>NOTE: If an individual declares a disability, any of the listed items may be used.</p>	<ol style="list-style-type: none"> 1. Letter from Drug or Alcohol Rehabilitation Agency 2. Letter from Child Study Team Stating Specific Disability 3. Medical Records 4. Observable Condition (Applicant Statement Needed) 5. Physician's Statement 6. Psychiatrist's Diagnosis 7. Psychologist's Diagnosis 8. Rehabilitation Evaluation 9. School Records 10. Sheltered Workshop Certification 11. Social Service Records/Referral 12. Social Security Administration Disability Records 13. Veterans Administration Letter/Records 4. Vocational Rehabilitation Letter 15. Workers Compensation Record

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WIA YOUTH FUNDING STREAM ELIGIBILITY**

ELIGIBILITY CRITERIA BARRIER CATEGORIES	EXAMPLES OF ACCEPTABLE DOCUMENTATION (Only one document from this column per eligibility criterion is required)
<p>DEFICIENT IN BASIC LITERACY SKILLS WIA §101(13)(C)(i) 20 CFR, Part 664, §664.200(c)(1) 20 CFR, Part 664, §664.205</p>	<ol style="list-style-type: none"> 1. Determination that an individual computes or solves problems, reads, writes, or speaks English at or below the 8th grade level as assessed on a Generally Accepted Standardized Test or a comparable score on a criterion-referenced test; OR 2. Determination that an individual is unable to compute or solve problems, read, write, or speak English at a level necessary to function on the job, in the individual's family or in society, as documented by a Generally Accepted Standardized Test or a comparable score on a criterion-referenced test and one of the following: <ol style="list-style-type: none"> a. Employer Statement or Job Performance Records; b. Written Statement from Social Service Agency; c. Court Documents or other Legal Records, such as Letter of Parole, Letter from Probation Officer, Police Records, etc.; c. Medical Records
<p>SCHOOL DROPOUT WIA §101(13)(C)(ii) 20 CFR, Part 664, §664.200(c)(2)</p>	<ol style="list-style-type: none"> 1. Applicant Statement 2. Attendance Record 3. Dropout Letter
<p>HOMELESS, A RUNAWAY, OR A FOSTER CHILD WIA §101(13)(C)(iii) 20 CFR, Part 664, §664.200(c)(3)</p>	<ol style="list-style-type: none"> 1. Applicant Statement 2. Written Statement from an Individual Providing Temporary Residence 3. Written Statement from Shelter 4. Written Statement from Social Service Agency 5. Court Contact 6. Court Documentation 7. Medical Card 8. Verification of Payments made on Behalf of the Child 9. Written Statement from State/Local Agency

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WIA YOUTH FUNDING STREAM ELIGIBILITY**

ELIGIBILITY CRITERIA	EXAMPLES OF ACCEPTABLE DOCUMENTATION
<p>LOW-INCOME EXCEPTION ELIGIBILITY</p> <p>Note: Up to 5% of Youth participants served by youth programs in a local area may be individuals who do not meet the income criterion for eligible youth, provided that they are within one or more of the following categories.</p> <p>WIA §129(c)(5) 20 CFR, Part 664, §664.220</p>	<p>(Only one document from this column per eligibility criterion is required)</p>
<p>SCHOOL DROPOUT WIA §129(c)(5)(A) 20 CFR, Part 664, §664.220(a)</p>	<ol style="list-style-type: none"> 1. Applicant Statement 2. Attendance Record 3. Dropout Letter
<p>BASIC SKILLS DEFICIENT, AS DEFINED BY WIA §101(4) WIA §129(c)(5)(B) 20 CFR, Part 664, §664.220(b)</p>	<p>Determination that an individual has English reading, writing, or computing skills at or below the 8th grade level on a Generally Accepted Standardized Test or a comparable score on a criterion-referenced test.</p>
<p>ONE OR MORE GRADE LEVELS BELOW THE GRADE LEVEL APPROPRIATE TO THE INDIVIDUAL'S AGE WIA §129(c)(5)(C) 20 CFR, Part 664, §664.220(c)</p>	<ol style="list-style-type: none"> 1. Report Card 2. School Records
<p>PREGNANT OR PARENTING WIA §129(c)(5)(D) 20 CFR, Part 664, §664.220(d)</p>	<ol style="list-style-type: none"> 1. Applicant Statement 2. Birth Certificate 3. Hospital Record of Birth 4. Medical Card 5. Physician's Note 6. Referral from Official Agencies 7. School Program for Pregnant Teens 8. School Records 9. Statement from Social Services Agency

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WIA YOUTH FUNDING STREAM ELIGIBILITY**

ELIGIBILITY CRITERIA	EXAMPLES OF ACCEPTABLE DOCUMENTATION
LOW-INCOME EXCEPTION ELIGIBILITY	(Only one document from this column per eligibility criterion is required)
<p>POSSESS ONE OR MORE DISABILITIES, INCLUDING LEARNING DISABILITIES WIA §129(c)(5)(E) 20 CFR, Part 664, §664.220(e)</p>	<ol style="list-style-type: none"> 1. Letter from Drug or Alcohol Rehabilitation Agency 2. Letter from Child Study Team Stating Specific Disability 3. Medical Records 4. Observable Condition (Applicant Statement Needed) 5. Physician's Statement 6. Psychiatrist's Diagnosis 7. Psychologist's Diagnosis 8. Rehabilitation Evaluation 9. School Records 10. Sheltered Workshop Certification 11. Social Service Records/Referral 12. Social Security Administration Disability Records 13. Veterans Administration Letter/Records 14. Vocational Rehabilitation Letter 15. Workers Compensation Record
<p>HOMELESS OR A RUNAWAY WIA §129(c)(5)(F) 20 CFR, Part 664, §664.220(f)</p>	<ol style="list-style-type: none"> 1. Applicant Statement 2. Written Statement from an Individual Providing Temporary Residence 3. Written Statement from Shelter 4. Written Statement from Social Service Agency

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ELIGIBILITY CRITERIA	EXAMPLES OF ACCEPTABLE DOCUMENTATION
LOW-INCOME EXCEPTION ELIGIBILITY	(Only one document from this column per eligibility criterion is required)
<p style="text-align: center;">OFFENDER WIA §129(c)(5)(G) 20 CFR, Part 664, §664.220(g)</p>	<ol style="list-style-type: none"> 1. Applicant Statement 2. Court Documents 3. Halfway House Resident 4. Letter of Parole 5. Letter from Probation Officer 6. Police Records
<p style="text-align: center;">FACE SERIOUS BARRIERS TO EMPLOYMENT AS IDENTIFIED BY THE LOCAL BOARD WIA §129(c)(5)(H) 20 CFR, Part 664, §664.220(h)</p>	<p>Documentation appropriate for the LWIA designated barrier(s) to employment, if any.</p>